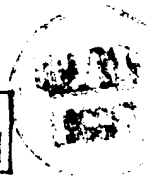


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OED 071/87
25 August 1987

MEMORANDUM FOR: Executive Director
Deputy Director for Administration
Deputy Director for Operations

VIA: Chief, Evaluation and Plans Staff

FROM: [redacted]

Chief, [redacted]

SUBJECT: [redacted] Future Office
Space Requirements

1. Action Required: Approval to move into commercial quarters on or before 30 September 1988.

2. Background: [redacted] moved into building [redacted] in March 1986. This was an interim relocation pending identification of space within the new Headquarters building in late 1989 or early 1990. When we moved into these temporary billets, there was no timetable for vacating the space. Recently however, the Office of Logistics has informed us that [redacted] we should plan to vacate the building not later than 1 October 1988. Further, current estimates are that space in either the new or old Headquarters buildings will not be identified for [redacted] until circa 1992. As a result, it is mandatory that we outline alternative office space, and considering the long lead time necessary for relocation, planning must be implemented soonest. Funds totaling nearly two-million dollars must be identified as well as corresponding amounts in succeeding years - all of which are unfunded.

3. Discussion: The prospects of another interim move are disappointing. As in our present case, the interim assignment has proven to be very costly in terms of manpower, downtime, morale, operational effectiveness and time spent traveling between Agency sites. [redacted]

[redacted] it is estimated that the productivity of our people has decreased about twenty-five percent. Few people if any are willing to travel to [redacted] for discussions - if for no

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S E C R E T

SUBJECT: [redacted] Future Office
Space Requirement

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other reason than the lack of available parking. Moreover, it is often necessary to hand-carry precedence cable traffic to Headquarters - either to insure timely coordination or because of technical problems associated with [redacted] equipment. Therefore, without dwelling further on the host of the problems which we have encountered here and because of the length of time before we can expect to be reunited, [redacted] proposes a move to commercial office facilities in the proximity of [redacted] To insure availability of desirable space and to provide adequate time to [redacted] other necessities such as [redacted] [redacted] WANG drops, it is proposed that a search begin at the earliest possible date.

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Cost Analysis: Funds required are not available within [redacted] program or future program requests and must be considered unfunded through the out-years. Based upon our most current data, estimates for commercial office space are as follows:

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Location [redacted] (pending availability of reasonable cost)

[Large redacted area]

S E C R E T

SUBJECT:

[Redacted]
Space Requirement

Future Office

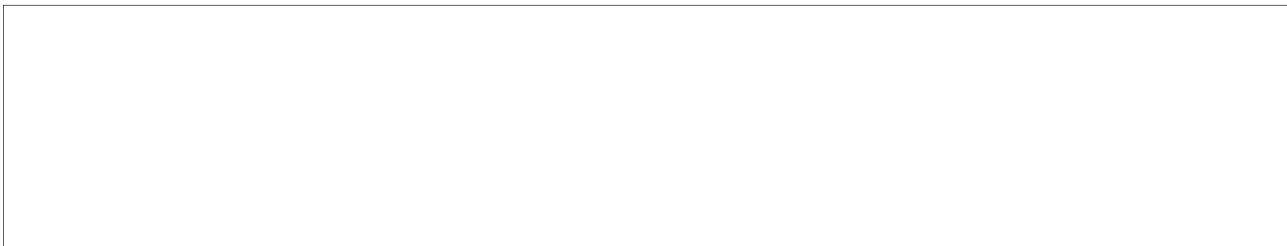
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* With adequate lead time, this expense could be avoided through acquisition of new property in the final stages of construction, or existing facilities undergoing renovation. In these cases, the lessor will configure the space to the tenant's design specifications at no cost or at a substantially reduced figure.

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C/ [] (25 Aug 87)

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